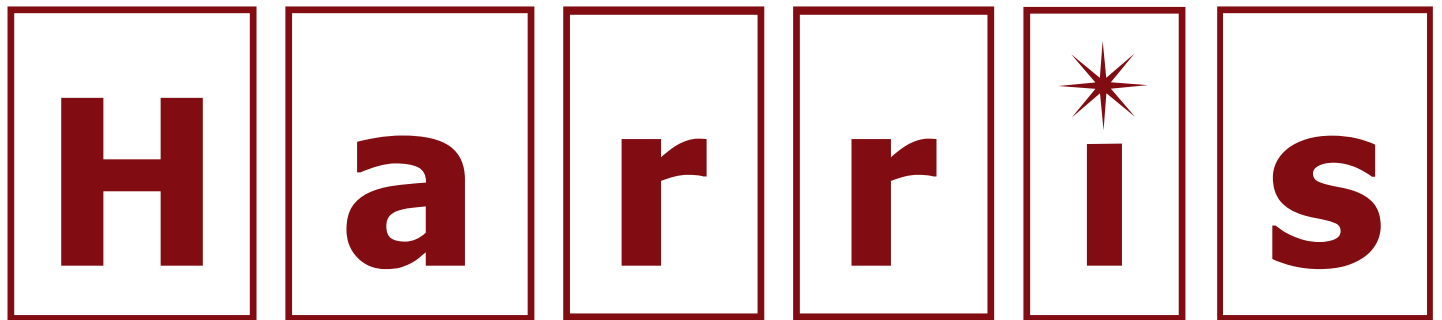


2018 - 2019 Catalog



School of Business

Upper Darby, PA

Published: June 2019

Upper Darby, Pennsylvania



Harris School of Business (Branch Campus)

20 South 69th Street
Upper Darby, PA 19082
Tel: (484) 463-3800
www.harrisschool.edu

Hours of Operation

Monday
8:00 am - 8:00 pm

Tuesday - Thursday
8:00 am - 10:00 pm

Friday
8:00 am - 5:00 pm

Saturday
9:00 am - 1:00 pm

State Approvals

This campus is authorized to provide training by:
State Board of Private Licensed Schools
Department of Education
333 Market Street, 12th Fl
Harrisburg, PA 17126

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Welcome

Harris School of Business is an accredited school with a 50-year history of providing career focused education in the areas of allied health, business and computer technology, including legal and accounting. We specialize in comprehensive, accelerated programs, which prepare our students for interesting and challenging positions in their chosen fields of study.

Our 50 years of success are a result of the successful graduates who have benefited from our programs - the history of their achievements forms the foundation on which today's students set their goals. The administration, staff and faculty look forward to assisting you in attaining your goals. We hope you enjoy your educational experience while at the Harris School of Business.

Sincerely,



Dr. Nicholas V. Hastain
President & CEO

History & Mission Statement

History

The company which became Harris School of Business was founded by Mrs. Ethel S. Harris, a native of Camden, NJ in 1959 after her physician husband died at a young age, leaving her a widow at 37 with three small children. Fortunately before marrying her husband, Mrs. Harris had graduated from a business school and worked in Washington, D.C., as a secretary in various government departments during World War II. With her knowledge of office skills and the help of friends, she started her own business, founding Harris Employment Service in 1959. The Harris School of Business, as an institution of higher learning, was founded in 1965 when it became apparent that many job-seekers and applicants to her employment service needed training or review instruction to become more employable.

After serving the community as a family-owned business since 1965, Premier Education Group, L.P., acquired the school in May 2003; and in November 2003, the school relocated to One Mall Drive, Suite 700, Cherry Hill, NJ, a high-rise office building at the Cherry Hill Mall. This purchase was followed by an expansion in 2005 and 2006 to Linwood, NJ; Hamilton, NJ, and Wilmington, DE, with further expansion into Stratford, NJ, Dover, DE, Upper Darby, PA in 2008, and Danbury, CT and Melbourne Florida in 2013. The school's longevity in the community and excellent reputation with employers are two of the reasons why an education from Harris School of Business opens doors of opportunity for its graduates.

Mission

Harris School of Business is committed to providing students with the necessary skills and attitudes for securing employment in their fields of training. Through the combination of professional faculty, focused support services, and modern, well-equipped facilities, Harris School of Business strives to foster pride, dignity and self-respect in its student body. Fundamental to its mission is the emphasis on individual advising and guidance. The faculty and staff seek to empower students with industry specific knowledge, which will gain them both the respect and means of rewarding self-support. Harris School of Business provides students with a solid educational foundation on which to build their future professional development.

Institutional Objectives

- Provide curricula that meet the current standards of the industries we serve
- Provide an environment that will foster academic and personal development
- Help students develop proper work habits, professional attitudes, and increased confidence
- Provide a clean, attractive and well-managed facility for the student, staff and faculty
- Assist graduates in securing entry-level positions that will lead to fulfilling their career objectives
- Provide business, industry, government, and professionals with well-trained personnel

General Information

Harris School of Business Branch Campus - Upper Darby, PA

Harris School of Business - Upper Darby, PA is a branch campus of Harris School of Business - Voorhees, NJ, which is the Main Campus, located at 401 White Horse Road (856-309-3701).

Statement of Legal Control

Harris School of Business is owned by Premier Education Group, L.P.; registered limited partnership in the Commonwealth of Pennsylvania. Dr. Nick Hastain is the President & CEO and Beatrice W. Bast, W. Roderick Gagne and The Elizabeth Brennan Family Trust #2 are limited Partners. The General Partner is incorporated.

Statement of Non-Discrimination

In keeping with its long-standing traditions and policies, Harris School of Business considers students, employees, and applicants for admission or employment, and those seeking access to programs on the basis of individual merit. The School does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes as required by law (including Title IX of the Education Amendments of 1972).

The school's policy is consistent with federal, state, and local regulations governing non-discrimination and harassment including, but not limited to Title IX of the Education Amendments of 1972 (as amended). Title IX of the Education Amendments of 1972, and its implementing regulations, which prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Harris School of Business seeks to maintain a safe learning and working environment. To that end, the school prohibits Sexual Misconduct, which includes Sexual or Gender-Based Harassment, Sexual Assault, and Sexual Exploitation. Conduct with is also prohibited

is Relationship Violence, Stalking, and Retaliation against an individual for making a good faith report of conduct prohibited under Title IX. These prohibited forms of conduct are unlawful, undermine the character and purpose of the school, and will not be tolerated.

The Campus Director is designated as the School's Title IX Coordinator to coordinate compliance with this policy. Please contact your Campus Director to raise concerns or file a complaint. All grievances or complaints will be responded to within ten (10) business days and will be handled directly and equitably. Students who do not feel comfortable sending a complaint to their Campus Director, or who feel their complaint has not been adequately addressed by the Campus Director should forward their concerns to April Lupinacci, Vice President of Compliance and Licensure at the corporate offices of Premier Education Group:

**545 Long Wharf Drive, 5th Floor
New Haven, CT 06511
Tel: (203) 672-2300
Fax: (203) 672-2323**

Please note that submitting a false report or providing false or misleading information in bad faith or with a view to personal gain in connection with an incident is prohibited and subject to disciplinary sanction. This does not apply to reports made or information provided in good faith, even if the facts alleged in the report are determined not to be accurate. The School is committed to protecting the privacy of people involved in a report under this policy. With any report or complaint, the School will make reasonable efforts to protect the privacy interests of persons involved in a manner consistent with the need for a careful assessment of the allegation and reasonable steps available to eliminate the reported conduct, prevent its recurrence, and address its effects. The School prohibits retaliation against any person who exercises any rights or responsibilities under this policy. Any act of retaliation may be a separate violation of this policy and is subject to disciplinary action.

General Facilities

The Upper Darby campus is located on 69th Street, Upper Darby, within minutes of downtown Philadelphia, PA and conveniently located a short distance from the state borders of Delaware, Maryland and New Jersey. The school is located on the second floor of a professional building. The building is handicap-accessible. There is ample parking a short distance from the building. The school has a main reception area, large classrooms and clinical rooms with windows.

Compliance

Harris School of Business complies with all local, municipal, city, county, state, and federal regulations.

Facilities for the Handicapped

Harris School of Business facilities are accessible to the handicapped. Harris School follows ADA guidelines in providing reasonable accommodations for all such applicants.

School Hours

Standard day school hours are Monday through Thursday. Classes canceled for holiday observance on a Monday are usually made up on Friday of the same week. The school reserves the right to utilize an extended day, occasional Fridays, or even Saturdays as make-up for snow days or other unusual circumstances. Evening classes regularly meet Tuesday through Thursday. Evening classes canceled for holidays, weather, or other reasons are generally rescheduled for Monday nights. Schedule will vary according to Program and Start date selected.

Day Classes:	Monday - Thursday 8:00 am - 3:30 pm
Evening Classes:	Tuesday - Thursday 6:00 pm - 10:00 pm

School Calendar

For a complete listing of the school's yearly calendar, including start and end dates of terms, programs, and school holidays, please refer to the catalog addendum.

School Closings and Emergency Circumstances

The school utilizes local network for publicizing school closings or late openings. The school reserves the right to cancel or delay the start of classes during an emergency or any other "act of God." Under these conditions, students will not be charged with an absence. Course content will be made up to ensure completion of the student's entire program. In the unlikely event of a catastrophe, the school reserves the right to suspend training for a period not to exceed 90 days, so long as it evidences positive efforts every 30 days to reactivate the institution.

Dress Code

Students are asked to maintain personal hygiene and use good judgment, and to dress in a manner which is consistent with preparing to enter the professional work environment. Specific information concerning what is considered appropriate attire will be communicated to students by memo.

Externship

Some programs of study at Harris School of Business require completion of an externship. During externship the student will apply his or her knowledge and skills in an actual work setting while under the supervision of qualified personnel. Successful completion of the externship is a requirement for graduation. Please note that externship hours are arranged according to the needs of the externship sites. Evening students must complete their externship during the day. Students are responsible for adjusting their schedules to the availability of externship hours.

Graduation - Certificates

Students enrolled are awarded certificate upon successful completion of all program and graduation requirements.

Harris School Philosophy

Harris School of Business is dedicated to providing students with the best quality of education available. Harris School offers a sound clinical and educational experience that produces excellence in the allied health industry. In addition, Harris School is committed to assisting each student in mastering his or her therapeutic and clinical skills, technical knowledge, personal awareness, and sensitivity needed for a successful and rewarding practice in allied health or business.

Accreditation & State Approvals

This campus is licensed to provide training by:

State Board of Private Licensed Schools,
Department of Education
333 Market St., 12th Fl
Harrisburg, PA 17126



Admissions

Admissions Requirements

The basic requirement for admission is that the applicant should possess a high school diploma or recognized equivalent. Other considerations for acceptance are the applicant's ability to successfully complete a curriculum within the allotted time frame, as well as the appropriateness of the program in preparing an applicant for his or her stated career goal. At the discretion of the Campus Director, the school reserves the right to deny admission to an applicant who possesses a high school diploma or GED, yet whose admissions interview and/or testing indicate unsuitability for the program. The applicant must be a minimum of 18 years of age at the entrance to the internship/externship.

Evaluation

Along with the interview, an evaluation is made by means of an admissions test(s), which is given to all prospective students in order to help the school evaluate the applicant's ability to master and successfully complete a training program offered by the school. In order to be admitted, a prospective student must meet the institution's criteria for passing the Wonderlic admissions test. To qualify for admission into Harris School applicants must successfully complete the initial interview process and receive a positive recommendation from the school's Admissions Director. Basic admission requirements include:

- Pass the admissions test with a score that meets the institution's criteria for passing the Wonderlic admissions test
- Submit a copy of a high school diploma, GED certificate or signed attestation
- An admissions interview
- Completed Enrollment Agreement
- Be available for learning activities that may be scheduled evenings and/or weekends

Any exceptions concerning a prospective student's eligibility to enter a specific training program would be made on an individual basis, at the discretion of the Education Department.

These campuses utilize the Wonderlic Scholastic Level Exam in determining the prospective students ability to complete the following programs of study currently offered at the campus:

Medical Assistant	13
Dental Assistant	13

High School Diploma (or Equivalent)

The school does not accept Ability-To-Benefit (A.T.B.) students for admissions. Therefore, to be accepted for admission, the school must have evidence on file that a student has received a high school diploma or recognized equivalent.

Application Fee

During the admissions interview, the candidate will complete an Application for Admission. Upon enrollment, an application fee will be included in the total cost of the program. The Application fee is refundable if the student withdraws or is terminated within 5 calendar days after signing the enrollment agreement and must be paid while in school.

Registration Fee

Upon written acceptance by the school, the applicant will indicate the decision to enroll by signing an Enrollment Agreement. Payment of the registration fee must be included in either the student's private payment plan or financial aid package. For students who are being sponsored by state or county agencies, payment of the application and registration fees at the time of admission will not be applicable due to agency procedures for their participants.

Orientation

An orientation session for new students is held prior to the start of the programs. Students will receive advance notification of the date and time of orientation. It is each student's responsibility to become familiar with the policies and guidelines of the school, which are contained in this catalog, official memos and supplements.

Academic Accommodations

Premier Education Group does not discriminate on the basis of disability in its programs and activities in violation of Section 504 of the Rehabilitation Act, as amended and the implementing regulations (Section 504). Programs and activities subject to the nondiscrimination provisions of Section 504 include admissions and recruitment, treatment of students, academic adjustments (academic requirements, course examinations, and auxiliary aids), financial and employment assistance to students, and nonacademic services. The person responsible for coordinating our efforts to comply with Section 504 is the Academic Dean or Campus Director; he/she is also the person responsible for (1) explaining to applicants and students how to obtain information about the process to secure academic adjustments and (2) receiving requests for academic adjustments, (3) and any special accommodations required to assist in completing the admissions and enrollment process.

Remedial Education

Harris School of Business offers no remedial education or GED training programs. However, the Director of Education maintains listings of remedial and GED preparation programs which are offered at local adult learning.

Right to Make Changes or Revisions

This catalog is an official publication of the Harris School of Business. The school reserves the right to make changes or revisions to the catalog at any time by means of official addendums. Such changes may include, but are not limited to, courses, methods, faculty, staff, provisions or requirements, the cancellation of courses or programs, and any other change deemed necessary in the best interests of the school and its students. It is advised that all students read and fully understand the regulations and policies stated herein.

Consumer Information - Maintenance Of Academic Records

Students have the right to inspect and review their records, as well as request amendment of records which they believe to be inaccurate or misleading. Procedure requires that the student make an appointment with the Campus Director to review the documentation in his or her file; the school will need to comply within a maximum of 45 days. The school is not required to provide a student with copies of the contents of his or her file unless failure to do so would deny the student access (i.e., the student has moved out of state and is no longer living within driving distance of the school).

Other than "directory information," which is information not generally considered harmful or an invasion of privacy if disclosed, the school may not disclose a student's records without the student's signature on a written consent form that indicates both the purpose of the disclosure and the party to whom disclosure may be made – with the following exceptions: school officials with a legitimate educational purpose, federal, state and local authorities involved in an audit or evaluation of compliance with educational programs, organizations conducting studies for, or on the institution's behalf, agencies on behalf of the student, accrediting organizations, for judicial orders, or in a safety emergency.

Transfer Credit Policy

Transfer of Credit within Premier Education Group Campuses

Premier Education Group (“Premier”) students may be granted transfer credits towards their total program hours/credits where the transfer credit is from one of Premier school to another Premier school (e.g., transferring from Branford Hall to Harris School).

- A. The Education Department at the school will review transcripts to determine what hours/credits, if any, can be transferred. Students that returns or transfers into a new program or new program version may be granted transfer credit towards the total program hours/credits from one Premier school to another.
- B. Transfer credits will count as hours/credits attempted and completed for Satisfactory Academic Progress (SAP) calculation and in the Cumulative Grade Point Average (CGPA). This means a passing grade and non passing grade will be part of the SAP and CGPA calculations.
- C. PEG Courses that are being transferred from one enrollment at the school to a new enrollment due to program changes, schedule changes, and reentry / reenroll activity will show on the transcript with the original grade earned, including “F” and “W”s and will also calculate for GPA and SAP using the original grade. This includes same school codes.
- D. Skill Assessment Test. Premier students returning one year or more will be required to take a skills assessment test, even if the student only needs to complete an externship. All Skill assessment tests will be documented and graded. If the student fails the test, the student will audit or re-take the course.
 - a. Medical Assistant- Hands On Skill Assessment
 - b. Dental Assistant- Hands on Skill Assessment
 - c. All skills assessments must be documented and graded
- E. Course was completed no more than 5 years prior to date of request. Courses older than this may or may not be accepted for transfer, and an appeal justifying the recognition of these courses must be submitted.

Transfer of Credit from an Institution other than a Premier School

Like other higher education institutions, Premier may accept credits from other schools or colleges as long as the institution is recognized by the US Department of Education. The Prospective students may be granted transfer credit up to 25% of the total program credits from an outside institution.

- A. The Education Department at the school will review transcripts to determine what hours/credits, if any, will be granted. This determination must be made before the student starts. Note that transfer hours/credits will not be included in the calculation of eligibility for Federal Title IV financial aid.
- B. The student must submit:
 - a. Official Transcript (signed with the school seal)
 - b. A catalog of the institution, which describes the courses for which transfer hours/credits is sought.
- C. Hours/credits will be considered for transfer hours/credits toward graduation if the following criteria are met prior to starting school:
 - c. Official transcript and catalog with course descriptions are reviewed
 - d. Course is adjudged equivalent in content, hours and credits
 - e. A Grade Point Average (GPA) of 2.0 (C) or better was achieved
 - f. Course was completed no more than 5 years prior to date of request
- D. All courses transferred from another institution will be marked with a “T”

Notes for Credit Transfers (both from a Premier school or from a USDOE recognized institution)

- A. Students will be charged on a pro rata credit for tuition based on number of hours remaining in the program.
- B. Any courses for which a student requests transfer credit must have been completed within the past 5 years.
- C. Students may appeal the transfer credit decision by writing to Premier's Education Specialist at:

**Premier Education Group
545 Long Wharf Drive, 5th Fl
New Haven, CT 06511**

Transfer of Credit From Harris School of Business

The school makes no representation or guarantee regarding transfer of credits to other institutions. Acceptance of transfer credit is always at the discretion of the receiving institution. Students planning to attend another institution should check the policy of that institution regarding transfer credits. In the event a student is considering transferring to a new institution the school will provide guidance and assistance. This may include a review of charges and financial aid refunds, as well as providing transcripts, applicable syllabi, and catalogs.



Financial Information

Tuition & Fees

All students are guaranteed that tuition at the time of registration will not increase as long as they are actively and continuously enrolled in the same program. For a complete list of the tuition and fees for current programs, including the standard application, registration, and graduation fees, please refer to the Schedule of Tuition and Fees section of the catalog. **Upon satisfactory completion of a program and discharge of all financial obligations, students will be awarded a certificate.**

Books & Supplies

Students will be charged for books and supplies received unless, in case of cancellation, they are promptly returned in proper condition for resale.

Service Charge

In the event that a personal check rendered for payment of obligations is returned by the bank for insufficient funds or for any other reason, a \$25 bookkeeping fee will be charged in addition to the bank charge.

Collections

Students in arrears with monthly payments may be sent to a Collection Agency. In accordance with the terms of their enrollment, interest and/or collection fees may be added to the balance owed.

Policy On Unpaid Debt

It is the policy of Harris School of Business that students or former students who have any unpaid obligations for tuition or fees due to the school who have not made acceptable arrangements for settlement of obligations, will be subject to the withholding of any grades, grade reports, transcripts, or certificates, and will not be able to participate in the internship course or continue with the program until satisfactory settlement of unpaid debts.



Financial Aid Programs

Harris School of Business believes that limited resources should not limit a student's career aspirations and educational opportunities. The Financial Aid Administrator at Harris School is available to personally consult with the student (and/or parent/spouse) concerning eligibility for financial aid programs, the application process, and a payment plan that fits the student's needs.

Harris School of Business Payment Plans

Installment payment plans may be arranged on an individual basis for students, which would be paid directly to the school or its agent. Interest will not be charged. If a collection agent or attorney is needed because of non-payment, attorney's fees and collection costs will be paid by the student. Other programs which can help students fund their education include but not limited to Trade Act, and Vocational Rehabilitation. However, student eligibility to participate in these programs is determined solely by those agencies.

Cancellation & Refund Policy

Institutional Refund & Cancellation Policy

The school will provide a full refund of all monies paid if the student cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) of signing it. If the student pays any fees in advance of the first class session, and if the 72-hour cancellation privilege period has passed, and if the student decides not to attend the program by not showing for classes, or if the enrollment is rejected by the school, the school will refund all monies paid less the application fee.

If it becomes necessary for the class to be canceled or delayed prior to the start of classes, the student will have the option of accepting the delay and joining the next scheduled class start or requesting a full refund of all monies paid, including non-refundable application fee.

In the event of withdrawal by the student after expiration of the 72 hour cancellation privilege or dismissal by the school, the school shall retain the application and registration fees, the non-refundable cost of the textbooks required by the classes attended and issued to and used by the student, and a prorated portion of tuition and laboratory fees/ other, based upon the last day of attendance and the number of program hours the student was scheduled for through the last day of attendance.

The pro-ration is calculated as follows, from the last date of attendance:

- A. If the departure from the program occurs during the first week of class or 7 calendar days, tuition charges withheld will not exceed 10 percent of the stated tuition to a maximum of \$500.00.
- B. After the first week of class and through 60 percent of the period of financial obligation, charges retained will not exceed a pro rata portion of tuition for the training period completed, plus 10 percent of the unearned tuition for the period of training not

completed, up to a maximum of \$1,000.00. After 60 percent of the period of financial obligation is completed, the school may retain the full tuition for this period of obligation.

- C. For subsequent periods of financial obligation, charges retained will not exceed a pro rata portion of tuition charged for the period of obligation. The proration is based on the number of hours scheduled through the students last day of attendance divided by the total number of hours in the period of obligation. After 60 percent of the period of financial obligation is completed, the school may retain the full tuition for this period of obligation. Students are responsible for full payment for any previously completed periods of obligation.

We will return refunds within 45 days of date of determination of withdrawal or cancellation. The date of determination used for withdrawal or cancellation will be:

1. Withdrawal
 - a. Date the school received notification from a student of their intent to withdraw, or
 - b. The last date of attendance, if student is dismissed or expelled by school, or
 - c. 14 days following last day of attendance in the event the student has not communicated their intent to withdraw and has failed to attend classes for 14 consecutive days.
2. Cancellation - In the case of a cancellation of enrollment due to a failure to attend or class delay or cancellation request, the date of notification or originally scheduled start date is used, whichever is sooner.

The tuition charges will be attributed on the basis of periods of financial obligation, as stated above, which is equivalent to 450 hours of training or the balance of training hours remaining in the program if less than 450 hours. In no case will the period of obligation for students extend more than 12 months, and in most cases the period of financial obligation (450 training hours) will be between 15 and 40 weeks in length.

Involuntary Withdrawal from School

Fourteen (14) consecutive days of absence resulting in interruption of training may require a student to drop and reenter at a later date. Students should meet with financial aid personnel to discuss the impact on their financial aid awards. The student may return to the program at a later date with the approval of the Director of Education. An interview, educational assessment, and possible written test will occur to determine at what point in the program a student might reenter. If it is determined that the amount of learning lost while being away from study requires a student to repeat a prior course, then the student will be provided with this information prior to restarting classes.

Re-Entry

Any student who has withdrawn from school, or has been dismissed, may request re-entry. The request is to be addressed to the Director of Education. The former student must demonstrate that any/all problems that caused withdrawal or dismissal has/have been corrected. A former student may reenter after a scheduled conference with the re-entry committee composed of the Campus Director, Director of Education, Program Director and/or teacher(s) of the program desired to reenter. During this conference, the institution will address with the student all the requirements to make academic progress. The granting of re-entry will be at the discretion of the committee based upon whether or not the former student has presented compelling evidence that he/she is capable of meeting academic progress and demonstrates the desire and ability to progress in and complete the program.

Student Returning Within 180 Days of Last Date of Attendance (LDA)

A student who returns to school within 180 days to the same program will not be charged any additional fees. Also, they will not be responsible for any tuition increase that may have occurred. Students who return to the same program at the same school campus within 180 days are considered to be in the same payment period they were in at the time of the withdrawal for purposes of student financial awards. The student retains his or her original eligibility for that payment period.

Student Returning After 180 Days of Last Date of Attendance (LDA)

If a student returns to the same program after 180 days, or transfers into a new program at the same school campus, or transfers to a different school campus, then the student starts a new payment period for purposes of calculating their program costs and financial aid. The institution treats the credits remaining in the program as if they are the student's entire program. Also, the student will have their earned hours reevaluated to determine the amount of hours that are transferable upon re-enrolling. The student will be responsible for a new enrollment fee, lab fee, books and supplies fee and any increase in the tuition. See the Campus Director for additional information regarding the school's Re-enrollment policy and procedures.

Academic Policies

Grading System

Students must receive a minimum passing grade in every course in order to receive a certificate; a failed course does not count toward graduation credit.

The grading system is as follows:

Letter Grade	Grade Range	GPA	Description
A	93 - 100	4.0	
B	83 - 92	3.0	
C	70 - 82	2.0	
D	60 - 69	1.0	
F	0 - 59	0.0	Fail
P	-	-	Proficiency
S	-	-	Satisfactory
T	-	-	Transfer
W	-	-	Withdraw

Make-Up Work

All class work and assignments must be made up in accordance with a schedule to be arranged with the instructor and/or academic advisor.

Make-Up Tests & Retests

If a student is absent for a scheduled test, a make-up test may be taken after returning to school if the absence is considered excused. Students who fail a test are allowed to take a retest that will be similar to the original test. The test grade recorded is the average of the two. If all tests are not made up by the end of the course, the student will be given a grade of incomplete.

Progress Report

A report of each student's grades is issued upon completion of each course.

Make Up of Missed Classes

We offer students the opportunity to schedule make up classes at no additional cost to the student. To be eligible for make up hours, a student must inform the school of his/her absence prior to the start of the first class scheduled for the day/evening school session. Students may only make- up 10% of each course and must provide acceptable documentation for the absence. Students do not simply complete work assignments for credit; they must attend a proctored make-up session which is comparable in content, delivery, and timing.

- Student must request a make-up form and make-up assignment from their assigned faculty member.
- Students will be assigned the number of make up hours required and a set of assignments to be completed during the make-up session.
- Valid documented reasons: court appearances, doctor appointments, illness of student or family member, and car trouble.
- The missed hours of class(es) will be made up during the school's established schedule for make up, and will be proctored by a faculty member.
- Make-up time is credited on a 1:1 basis; each hour of time spent during the proctored make-up sessions will account for one hour of make-up credit granted.
- Make up time must be made up within one week for day and two week for evening of the absence. The Director of Education/Program Director is the only designated person who can make an exception to this policy.

Grade Appeal

Students may appeal to the registrar for review of their grades or academic status. The appeal must be made in writing within ten days of the grade determination. A designated committee Secondary Heading consisting of the directors or their designees will review all appeals. The committee's decision will be final.

Standard Of Conduct & Dress

All students will be responsible for abiding by the rules, regulations, and procedures of Harris School of Business as set forth in this catalog and the Student Handbook. They will also be expected to conduct themselves at all times in an acceptable manner consistent with the best interests of the school and the student body.

Students in all programs are expected to dress in an appropriate and becoming manner consistent with the guidelines set forth in the Harris School of Business dress code, which each student receives in advance of his/her entrance date. Students are expected to dress in a manner consistent with the standards of business in preparation for their careers. The school reserves the right to dismiss students who are out of dress code.

Graduation Requirements

In order to qualify for a certificate, students must meet the following requirements at the end of a program:

- Final grade point average (GPA) of 2.0 or higher
- A record of attendance of no less than 70% of the total program hours
- Fulfillment of financial obligations to the school
- Adequate level of performance in each skill area required
- Passing grades in all courses attempted

Students who meet all graduation requirements will be awarded a certificate. Formal graduation ceremonies are held for all students who have successfully completed their programs. Family and friends are invited to attend.

Recognition Of Outstanding Scholastic Achievement

Students earning a grade point average of 4.0 and an attendance percentage of 90% or better will graduate with Honors. Upon graduation, students maintaining an attendance record of 98% or better will graduate with an attendance award.

Withdrawal

In the event of a student's withdrawal or dismissal prior to completion of the program, the tuition charge will be computed as set forth in the Cancellation & Refund Policy. A student will be expected to submit notification of his/her intent to withdraw and will be expected to complete an exit interview with the Education Department and the Business Office. The failure of a student to notify the Campus Director in writing of withdrawal may delay refund of tuition.

Transcripts

Transcripts are available upon request. Requests are made at the front desk. There is a processing fee of \$10 for each official transcript. There is no fee for an unofficial transcript. Transcripts are not released until money owed to the school is paid in full. Transcripts will be processed within one week of the request.

Transfer Of Credit

Our programs are career focused. The academic credits are not designed to be transferred to other institutions. If the transferability of credits is important to you, we encourage you to contact the institution of interest to ascertain their policy regarding transfer credit.

Quarter Credit Hours

Credit hours are calculated using the following formula:

1 Quarter Credit Hour = 30 Units

1 Clock Hour of Lecture = 2 Units

1 Clock Hour of Lab = 1.5 Units

1 Clock Hour of Externship = 1 Unit

1 Clock Hour of Outside Work = 0.5 Units

Standards of Satisfactory Academic Progress

Process Overview & Responsibilities

Premier Education Group Schools employ proactive strategies for effective instruction, advisement, tutoring and intervention that effectively support each student's academic achievement and advance students toward their career goals. Students are expected to maintain Satisfactory Academic Progress (SAP) and progress toward graduation. Students are graded at the end of each course and each academic term, which occurs every five weeks during the day shift and every 10 weeks for the evening shift.

The Education Department is responsible for calculating SAP for each enrolled student according to the SAP Standards outlined in this policy and in the school catalog. The Financial Aid Office will review calculated SAP for each student to determine eligibility for Financial Aid.

Same As or Stricter Than

Premier Education Group Schools employ an early intervention plan aimed at helping students achieve their best. To that end, the Education Department monitors academic success at the end of each term and intervenes as appropriate to assist students at risk of not meeting SAP standards. Students who are at risk are evaluated at the end of each term and are counseled by the Education Department. The Education Department works with at risk students to develop an academic plan. At risk students must be placed on a PASS plan (Plan for Academically Successful Students) that will help them achieve the standards necessary to meet SAP standards by their next official evaluation point. Official SAP calculations are evaluated only to coincide with the evaluation points outlined in the SAP policy.

The SAP Policy is applied to all students regardless of receipt of Title IV Financial Aid. Students must maintain Satisfactory Academic Progress to:

- Remain in their enrolled program
- Remain eligible for Title IV Financial Aid
- To determine graduation

Qualitative Measure

Students are expected to maintain a Cumulative Grade Point Average (CGPA) of at least 2.0 at the mid point of each academic year and at graduation.

Quantitative Measure

Students are expected to complete their program within 150 percent of the published length of the program. Quantitative Progress is measured at the midpoint of each academic year.

Credit Hour:

(An example would be a Medical Program that awards 65 credits. The maximum number of credits a student can attempt and still graduate is 97.5 based on 150% of the program)

Quantitative progress is calculated by dividing the cumulative number of credits the student has completed by the cumulative number of credits attempted. For transfer students, credits accepted for transfer towards the students program will count towards both the credits earned and credits attempted categories. Pace is measured at midpoint of each academic year as follows:

- Upon completion of half the credits and weeks in an academic year (whichever is greater), cumulative pace must be equal to or greater than 67%
- Upon completion of the remaining credits and weeks in the remainder of the academic year or remaining portion of a program, cumulative pace must be equal to or greater than 67%

Evaluation Periods

To ensure that students are making sufficient progress both quantitatively and qualitatively, SAP is officially evaluated at each mid point and end of each academic year.

Failure to maintain SAP

Upon determination that a student has not met the SAP requirements, they will be assigned one of three statuses. In all cases, these students will need to meet with an academic advisor to discuss their PASS plan.

Warning/Financial Aid Warning Status

Students who fail to meet either the qualitative or quantitative standards outlined above at the first evaluation point of an academic year will be automatically placed on warning/financial aid warning for the remainder of the academic year. The student will receive notification of this status and will be encouraged to meet with the Director of Education to discuss their PASS plan. Students on warning will remain eligible for financial aid for the remainder of the academic year. Students can not be placed on financial aid warning for more than one payment period.

SAP Not Met

Students who do not meet the SAP benchmarks for a second consecutive evaluation will be placed in a “SAP Not Met” status. They are ineligible for Title IV Aid. The student must meet with the Director of Education within 7 days to avoid potential dismissal.

SAP Probation

Students in a “SAP Not Met” status will be notified in writing and given the opportunity to appeal. Successful appeal will change their status to “SAP Probation” and they will regain Title IV eligibility.

Appeals

Students may appeal a determination they are not making SAP to the Director of Education to account for mitigating circumstances (i.e. family member’s death, illness etc.). To be eligible for an appeal, the Education Department must determine that the student will be able to meet SAP standards by the end of the academic year and develop a PASS plan which, if followed ensures the student will be making SAP by the specified point in time.

Students who successfully appeal a SAP determination will be placed on SAP probation and will remain eligible for aid for the remainder of the academic year. Students who do not successfully appeal remain ineligible for aid. Students may only appeal once per program. Students must submit a written appeal to the Director of Education within 7 calendar days after the beginning of the term. The Director of Education will respond to all appeals within 7 days of receipt of a request for SAP appeal. As with any Professional Judgment decision, appeals are only considered on a case-by-case basis, to account for unusual circumstances.

Documentation

As with any use of Professional Judgment, adequate documentation is critical. A student who appeals must submit information explaining why he or she failed to meet SAP standards, and what has changed in his or her situation that will allow him or her to make SAP by the next evaluation point.

Academic Plans - Re-Establishment of SAP

Students who successfully appeal a determination that he or she is not meeting SAP standards must work with the Director of Education to develop an academic success plan. Academic Success Plans must be developed on a student-by-student basis and designed in such a way that, if followed, the student will be meeting SAP standards by the next evaluation period. Plans may be as simple as a mathematical calculation that specifies the percentage of coursework the student must complete or as detailed as a course by course plan toward degree or certificate completion.

Regaining Eligibility

A student not making SAP may re-establish eligibility for aid and SAP by meeting qualitative and quantitative components of the SAP policy.

Categories of Students

Students who are not recipients of Title IV aid are required to meet the standards of the SAP policy to remain in their enrolled program.

Failing Grades

Grades of F are counted as hours attempted but not achieved and have a 0.00 value toward GPA. Repetitions of courses are counted as hours attempted. However, both the original credit hours and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage. A student may only fail and repeat the same course once unless there are extenuating circumstances that prevent the student from successfully completing the course. Extenuating circumstances will be determined by the Campus Director and the Vice President of Education. Repeated courses may adversely affect a student's academic progress in terms of the maximum time frame, which is 150% of the published length of the program.

Withdrawals/Incompletes

Withdrawals are counted as attempted but not achieved. A student must withdraw from the entire program; a student cannot withdraw from a course. Students who withdraw from a program before the end of the term will be given a grade of "W". Premier Education Group schools do not assign "Incomplete" grades to individual classes. When the student is given permission to reenter the program, the determination is first made that the student will complete the program within the 150% timeframe. When a student reenters the program with less than a 2.0 CGPA, he/she will be put on Academic Advisement.

Audited Courses/Review Classes

Students auditing courses and/or reviewing classes will not earn a grade. Audited Courses and Review Classes are not counted as hours attempted or achieved and are not graded.

Pass/Fail

Pass/Fail courses will be counted toward the quantitative progress only.

Completion of Certificate Requirements

A student who has completed all of the coursework for his or her certificate but has not received the degree or certificate can not receive further financial aid for that program.

Transfer/Proficiency Credits

Transfer and Proficiency Credits, will be counted as hours attempted and hours earned, but will not be counted in the CGPA.

Remedial/Non-Punitive Grades

We do not offer Remedial classes or classes with non-punitive grades.

* The school does not offer extended enrollment.

Satisfactory Academic Progress Measurement Chart

Measuring Point	Financial Aid Credits	CGPA	Amount of Work to be completed
Dental Assistant - 52.5 Quarter Credits			
Mid Point first Academic Year	12	2.0	67%
End of first Academic Year	24	2.0	67%
Medical Assistant - 51 Quarter Credits			
Mid Point first Academic Year	12	2.0	67%
End of first Academic Year	24	2.0	67%

Attendance

Since employers will expect employees to report to work regularly and promptly, Harris School of Business believes that students should follow a similar policy with class attendance. It is important that students use their time at Harris School of Business to develop proper work habits and attitudes. Due to the intensive nature of Harris School of Business' programs:

- Day students must call the school by 7:45am (night students by 5:45pm) on the days of absence, explain the causes of absence, and the expected day of return
- Students are responsible for making up all assignments, tests, quizzes, notes, etc. upon their return to school in accordance with faculty members' course policies
- To be eligible for make-up hours, a student must inform the school of his/her absence prior to the start of the first class scheduled of the day/eve classes. Students will only be able to make up 10% of the total instructional hours per course

Absence

The school reserves the right to dismiss any student absent for 14-consecutive-calendar-days.

Any student who is absent due to illness, other grave circumstances or appointments with official agencies should bring relevant documentation to the registrar for filing. This documentation will be used in deciding if a student will be permitted to do make-up hours.

Attendance Requirement

Class attendance and promptness are an important factor in a student's academic and professional success. An absence in class time is considered time missed, regardless of the reason. If a student must be absent, the student must notify the school before classes start for that day or evening. Students missing more than 20% of the cumulative total instructional hours of any given evaluation point,

will be required make-up hours. When a student's cumulative hours fall below 80%, the student will meet with an administrator in the Education Department and placed in Advisement Status. Students who fail to attend 70% or more of their program hours will not be able to graduate.

Students are expected to be on time for the start class. Likewise, students are expected not to leave before class ends. If a student is not present for the entire day or evening of the class they will be marked absent. If a student is tardy or leaves class early, actual amount of time they missed will be deduct from the total class time.

Work, tests, or exams missed by reason of absence, tardiness, or early departure, regardless of the cause must be made up to the satisfaction of the instructor within one week of the date missed. Should the student know that he or she will be absent, it is the student's responsibility to get assignment from the instructors in advance so that the necessary work is completed before the student leaves or upon the student's return. Instructors have the right to deduct points under the portion of their grade that relates to Professionalism for all absences, tardiness, or early departures.

Leaves Of Absence

The Harris School of Business does not offer a leave of absence.

Course Repetitions

Harris School of Business recognizes that students may need to retake a class/classes due to a failing grade. Harris School of Business permits this to occur, however a student must understand the following:

- When a class is retaken for credit, both grades will appear on the final transcript, however only the higher grade will be used to calculate the GPA on the final transcript
- In calculating the GPA for a successful repeat of a course, the new grade will replace the old grade and the hours will not be included. However for determining minimum academic achievement and successful course completion, the amount of clock hours attempted will include both the first and second attempt of the class

Make-Up Policy

Make-up time is available. The missed hours of class(es) will be made up during the school's established schedule for make up. All students will get a 10-minute break every hour, exactly as they do during school time. The DOE/ Program Director/ Lead Instructor is the only designated person who can make an exception to this policy. All make-up work must be made up within the evaluation period. CHILDREN ARE NOT ALLOWED IN THE SCHOOL AT ANY TIME. Family members are not permitted in class unless given special permission.

Students will be assigned the number of make up hours required based upon the number of hours missed and a set of exercises that were missed at the time of the absence(s) to be completed.

Valid documented reasons:

- Court appearances,
- Doctor appointments
- Illness of student or family member,
- Car and transportation trouble

Mitigating Circumstances

The Campus Director may waive satisfactory progress standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. This circumstance must be documented, and it must be demonstrated by the student that it had an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements.

Program Start & End Date

New Classes begin approximately at 5-week intervals (10-week intervals in the evening) throughout the year.

Course Numbering

The course numbering system uses an alpha numeric or letter identifier. The alpha portion of the number identifies the subject area while the numeric portion determines the course difficulty level.

Measurement of Instruction

- 1 Clock Hour Didactic = 2 units
- 1 Clock Hour Supervised Lab = 1.5 units
- 1 Clock Hour Externship = 1 unit
- 1 Quarter Credit Hour = 30 units

Student/Teacher Ratio

The average student to faculty ratio is 15:1.

The maximum ratio per each classroom:
Lecture classrooms - 30:1
Laboratory classrooms - 25:1

Re-Enrollment

Any student who has withdrawn from school, or has been dismissed, may request re-enrollment. The request is to be addressed to the Director of Education. The student must demonstrate that any problem that caused withdrawal or dismissal has been corrected. A student may be re-enrolled after a conference with the Campus Director, Director of Education, Department Chairperson and/or teacher. During this conference, the institution will address with the student all the requirements to meet to make academic progress. The re-enrollment will be at the discretion of the evaluation team, based upon whether or not the student is able to complete all the needed requirements to make academic progress and has the desire and academic ability to progress in the program.

Change Of Program

A student may change from one program to another, if circumstances permit, with the approval of the Director of Education. A student requesting a change should see the Director of Education, so that a new enrollment agreement can be signed. Students who change programs of study will be responsible for all charges incurred in the first program of study. SAP starts over with the new program.

Additional Program

If a graduate enrolls in an additional program SAP will start over with the new program.

Student Conduct

Harris School of Business reserves the right to dismiss or discontinue a student for breach of school rules and regulations, or for any cause that Harris School deems necessary for the good of the school. Student conduct in the classroom and in the school must be professional. The following list includes some, but not all, unacceptable behaviors:

1. Swearing and yelling
2. Hostile arguing
3. Striking & physical fighting
4. Physical or mental intimidation
5. Any behaviors disruptive to teaching/learning
6. Any behaviors disrespectful of a staff member
7. Any behaviors deemed harassing or discriminatory
8. Deliberately infecting Premier Education computers with viruses
9. Deliberately violating the computer network security system or gaining unauthorized access into restricted areas of the network
10. Theft of school or personal property
11. Plagiarism
12. Copyright infringement (including unauthorized distribution of copyrighted materials)
13. Using the Premier Education Group Network for unauthorized peer-to-peer file sharing

Violation

With regard to student conduct and perceived severity of misconduct, any staff member has the right to immediately dismiss a student engaging in the aforementioned behaviors. The student will be suspended from school for the remainder of the day. Any tests, quizzes, or homework assignments due in a class missed for reasons of suspension will receive a grade of zero and will not be allowed to be made up. Should the student refuse to comply with the suspension and attend classes for the remainder of the day, the student will receive a grade of zero for the tests, quizzes, or homework assignments due in the classes that day.

The staff member who dismissed the student will submit an incident form to the Campus Director, or

his or her designee, who will investigate the incident. When the student returns to school the following day, the Campus Director, or designee, will meet with the student to discuss the incident. Should the investigation reveal that the student's conduct was appropriate; the student will be allowed to make up any tests, quizzes, homework assignments for grades, and attendance missed during their suspension. The Campus Director will take further action, if necessary. The incident report will become part of the student's permanent file.

Alcohol & Drugs

Harris School of Business' standards of conduct clearly prohibit the unlawful possession, use, sale, or distribution of alcohol and/or illicit drugs on its property, or as part of any school function. Should a student act in violation of this policy, disciplinary measures up to, and including dismissal from the school, and notification of appropriate law enforcement authorities, will ensue. In addition, if the student wishes to remain enrolled at Harris School, the student may be required to undergo professional counseling.

Personal Property

Harris School of Business assumes no responsibility for loss, theft, or damage of any personal property or vehicle in, on, or adjacent to the school's property. Students should arrange for adequate coverage of their personal belongings.

Copyright Infringement Policy

Unauthorized distribution (downloading or uploading) of copyrighted material over the Internet, including peer-to-peer file sharing, is considered copyright infringement. Copyrighted material that may not be shared without authorization includes recorded music (often in the form of MP3 or MP4 files), movies, television shows, digital books, or magazines. Copyright infringement may subject a student to civil and criminal liabilities.

Family Educational Rights and Privacy

Under the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 C.F.R. Part 99), students are provided with certain rights associated with their education records. These rights include the right to inspect and review the student's education records; the right to seek amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights; and the right to file with the Department of Education a complaint pursuant to 34 C.F.R. §§ 99.63, 99.64 concerning alleged failures by Harris School of Business to comply with the requirements of FERPA.

FERPA also provides students with the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA does not require such consent. FERPA allows schools to disclose education records containing personally identifiable information without student permission to the following third parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interests. School officials at Harris School of Business are defined as those persons employed by Harris School of Business in an administrative or academic position (including faculty and staff), whose position requires access to the records to fulfill their job responsibilities;
- Other schools to which a student is transferring or already enrolled;
- Specified officials or representatives of the school for audit or evaluation purposes (such as auditors or attorneys);
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;

- The disclosure is information designated as "directory information." For these purposes, "directory information" includes the student's Name, Address; Telephone listing; Email address; Photograph; Program of study; Dates of attendance; Enrollment status; Degrees, honors and rewards received; and the most recent educational agency or institution attended;
- Accrediting organizations;
- Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1986;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- Appropriate parties in the case of certain violations of school policy and/or state and federal law; and
- Federal, State, and Local authorities pursuant to specific federal and state laws, including but not limited to, the Department of Veteran Affairs and the Internal Revenue Service in compliance with the Taxpayer Relief Act.

Students have the right to refuse to permit the school to designate any or all of the information defined above as "directory information" by submitting a request in writing to the Financial Aid office.

Students who wish to examine their academic files may make an appointment with the Director of Education to do so.

A student has the right to challenge and request correction of any item in the student's education record. Such requests must be made in writing and sent to the Director of Education or Campus Director for consideration.

FERPA is administered by:

**Family Compliance Office
United States Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920**

Student Services

CORI/SORI and Drug/Alcohol Screening Statement

Internship and employment agencies/companies may require a Criminal/Sexual Offender Records Information (CORI or SORI) check. The internship site may decline the student's application for internship. In addition, students may be required to participate in drug and alcohol screening as part of the internship process.

Campus Security

In compliance with the Student Right to Know Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102-26, Harris School of Business provides campus crime statistics and procedures for reporting and deterring criminal activity to a Federal website. Students may secure the crime data by going to www.ope.ed.gov/security. Click on Open the Campus Security Statistics, go to the State Section and pick the school's State, click on search at the bottom of the screen, and pick the School. Students unable to access this information are advised to see their Campus Director to obtain a printed copy.

Pursuant to the provisions of Pennsylvania's Megan's Law, the State Police provides registration information regarding offenders living in Pennsylvania at the following web address: <http://www.sexcriminals.com/regs/1044.html>

Other Student Services

Students often have questions about other student services, such as the following items. In some instances the school may have the ability to assist or the ability to refer students to qualified external resources:

- Housing
- Mental Health Services
- Counseling
- Non-academic support
- Mentoring and additional assistance with studying

Copyright Infringement Policy

Unauthorized distribution (downloading or uploading) of copyrighted material over the Internet, including peer-to-peer file sharing, is considered copyright infringement. Copyrighted material that may not be shared without authorization includes recorded music (often in the form of MP3 or MP4 files), movies, television shows, digital books, or magazines. Copyright infringement may subject a student to civil and criminal liabilities.

Completion/Graduation Data

Students may secure the completion/graduation data by going to <http://nces.ed.gov/ipeds/cool/>. Click on the State Section and pick your state and city. Then click on "search" at the bottom of screen and then pick your school. The graduation rates are reached via the menu at the bottom of the screen. Any students not able to access this information are advised to see their Campus Director to obtain a printed copy.

Graduate Placement Assistance/Career Services Department

All graduates in good financial standing are entitled to receive assistance from the Career Services Department upon completion of their programs. While the school does not guarantee employment, a reasonable effort will be made to assist all graduates to secure training-related employment in a position of their choice.

- Assistance in preparing a professional resume
- Instruction in techniques of interviewing and conducting an active job search
- Assistance with completing application and employment forms
- Making contacts with employers to identify job openings
- Marketing resumes on the student's behalf and endeavoring to promote job interviews with prospective employers
- Assisting students by faxing their resumes and providing references to employers when asked
- Follow-up and documentation of interviews, job search activity, job placement and retention.

Full participation by the student is necessary to achieve positive results. It is only through the combined efforts of the student and the school that job placement for graduates is accomplished. The Career Services Department has established procedures outlining the student's responsibilities in the job placement process, a copy of which is given to graduating students.

Continuous Placement Assistance

Eligibility for continuous assistance from the Career Services Department is given to all former graduates who have cooperated with the policies and procedures of the school's Career Services Department. If more than a year has elapsed since attending Harris, graduates in need of assistance are advised to personally meet with the Director of Career Services in order to update the school about their current skills and job search goals. While the school continually gives assistance as needed to all graduates in good standing who request it, the best job opportunities are available to those who possess current software skills at the time of seeking a job. Therefore, considering the rapidity with which software programs change in the hiring community, graduates need to make efforts to remain current with software programs in order to achieve desired salary goals and gain maximum benefit from the continuous placement assistance offered by the school. Harris School of Business does not guarantee employment.

Eligibility for placement assistance from the school may be withdrawn if a graduate has been repeatedly uncooperative with the Career Services Department's procedures or efforts, failed to provide the school with job placement information when requested, or conducted his or her job search in an unprofessional manner which negatively affected the reputation of the school and its graduates.

Grievance Procedure

Harris School of Business wants its students to be satisfied with both their training and learning environment. It is important that students inform the school of any concerns they may have regarding any aspect of their educational experience. Students seeking to resolve problems should contact the instructor in charge. If unresolved, they should contact the Department Chair or Director of Education. Request for further action may be directed to the Campus Director. Should satisfaction not be obtained by the decisions or directives of the administrators, students may file formal complaints with Premier Education Group's corporate administration. Please send complaints to Erika Winnans, Vice President of Academic Services.

Premier Education Group
545 Long Wharf Drive, 5th Floor
New Haven, CT 06511
Tel: (203) 672-2300
Fax: (203) 672-2323

After this step, unresolved complaints may be forwarded to the state of New Jersey and/or to the school's accrediting organization:

**State Board of Private Licensed Schools,
Department of Education
333 Market St., 12th Fl
Harrisburg, PA 17126**





Programs of Study

Dental Assistant

900 Hours - 52.5 Quarter Credits
30 Weeks - Day / 57 Weeks - Evening

Dental Assistants perform a wide array of duties within the Dental Office, from chair side assisting to patient care and clerical office tasks. This program is designed to provide the students with a solid foundation in the field of dental assisting. Students will study all phases of dental assisting, with courses in history, ethics, chair side dental assisting, pharmacology, dental office procedures, and a 180 hour Internship.



Course		Lecture Hours	Lab Hours	Extern Hours	Quarter Credits	Prerequisites
120CD	Career Development	10	10	-	1.5	
DA102	Dental Office Procedures	10	20	-	2.0	
DA103	Psychology and Dental Communications	40	20	-	5.0	
DA104	Microbiology, Infection Control and Hazard Communications	20	40	-	4.0	
DA105	Preventative Dental Care/Health and Nutrition	20	40	-	4.0	
DA106	Dental Materials and Lab	20	40	-	4.0	
DA107	Dental Anatomy	20	40	-	4.0	
DA108	Pharmacology	10	20	-	2.0	
DA109	Dental History and Ethics	10	20	-	2.0	
DA110	Medical Emergencies	10	20	-	2.0	
DA200	Chair Side Dental Assisting I	-	60	-	3.0	
DA201	A & P and Dental Specialties	20	20	-	3.0	
DA202	Chair Side Dental Assisting II	-	60	-	3.0	DA201
DA203	Dental Radiology	20	40	-	4.0	
DA204	Chair Side Dental Assisting III	-	60	-	3.0	DA202
DA206	Dental Assisting Internship	-	-	180	6.0	All courses
Total		210	510	180	52.5	

* Please see course descriptions for additional prerequisite information.

**ALL CLINICAL CLASSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER

Medical Assistant

900 Hours - 51.0 Quarter Credits

30 Weeks -Day / 57 Weeks - Evening

Educational Objective: Medical Assistants perform a wide array of clinical, clerical, and human relations functions, which ultimately contribute to fostering a sense of confidence among patients in the operation of the medical office. This program is designed

to provide students with strong foundations in patient care procedures and theory, medical office administration, and communication skills necessary for thorough, successful integration into any medical office.

Course		Lecture Hours	Lab Hours	Extern Hours	Quarter Credits	Prerequisites
110BS	Basic Skills & CPR	15	5	-	1.0	
120CD	Career Development	25	5	-	2.0	
210CBS	Computerized Billing Simulation	30	15	-	2.0	412MOS
410APA	Anatomy & Physiology A	30	-	-	2.0	
410MCA	Medical Assisting & Clinical Procedures A	20	20	-	2.5	
410MLE	Medical Law & Ethics	30	-	-	2.0	
410MOM	Medical Office Manager	30	-	-	2.0	
410MTA	Medical Terminology A	30	-	-	2.0	
410PHA	Pharmacology A	20	-	-	2.0	
410PS	Psychology for the Medical Assistant	40	-	-	2.5	
411BIC	Billing, Insurance & Coding	30	-	-	2.0	
412CR	Clinical Review	10	40	-	2.5	441MCD
413EXT	Internship	-	-	180	6.0	All courses
412MOP	Medical Office Procedures	30	-	-	2.0	
412MOS	Medical Office Skills	30	-	-	2.0	
421APB	Anatomy & Physiology B	30	-	-	2.0	410APA
421MCB	Medical Assisting & Clinical Procedures B	20	20	-	2.5	410MCA
421MTB	Medical Terminology B	30	-	-	3.0	410MTA
421PHB	Pharmacology B	20	-	-	1.0	410PHA
431APC	Anatomy & Physiology C	30	-	-	3.0	421APB
431MCC	Medical Assisting & Clinical Procedures C	20	20	-	2.5	421MCB
431MTC	Medical Terminology C	30	-	-	2.0	421MTB
431PHC	Pharmacology C	20	-	-	1.0	421PHB
441MCD	Medical Assisting & Clinical Procedures D	20	20	-	2.5	431MCC
Total		590	130	180	51.0	

* Please see course descriptions for additional prerequisite information.

**ALL CLINICAL CLASSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER

Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

The background of the page features two open books. The top book is positioned slightly behind the bottom book. Both books have thick stacks of white pages. A bright yellow ribbon bookmark is placed in the gutter of each book, extending outwards. The overall lighting is soft and even, highlighting the texture of the paper.

Course Descriptions

Dental Assistant

110CD Career Development 1.5 Credits/20 Hours

Students will concentrate on various strategies including job search, resume formats, necessary pre-employment letters, and interview techniques. Students will develop effective communication skills in order to interact professionally with colleagues.

DA102 Dental Office Procedures 2.0 Credits/30 Hours

In this course, the student will be introduced to the overall aspects of dental office management including patient reception, marketing, telephone techniques, business office systems, patient scheduling, records management, accounts receivable, management of patient's accounts, and accounts payable. Inventory control and recall systems management is also emphasized.

DA103 Psychology and Dental Communications 5.0 Credits/60 Hours

This course is designed to prepare students to identify how patient care is an integral part of providing quality dental service. Topics of discussion will include effective interpersonal communication skills, professionalism, discrimination, and prejudice, sexual harassment and patient education. The student will learn how to aid the dentist in evaluation of the patient, recognize levels of patient fear and stress.

DA104 Microbiology, Infection Control and Hazard Communications 4.0 Credits/60 Hours

This course prepares students with an understanding of infectious diseases and their relationship to patient education and safety. Students will also learn universal precautions and prevention of disease transmission and the guidelines of occupational safety for dental office personnel.

DA105 Preventive Dental Education 4.0 Credits/60 Hours

This course covers the development of caries control program, with an emphasis on oral hygiene. Topics include the study of dental plaque, proper brushing methods, the latest methods of preventing decay, equipment, and methods of preventing dental disorders. Students will also learn about the role of nutrition in dental health and participate in dentistry-related nutritional counseling.

DA106 Dental Materials and Lab 4.0 Credits/60 Hours

This course covers the materials used in the dental laboratory in support of treatment. Students are taught the characteristics, use, control, storage and appropriate delivery of dental materials.

DA107 Dental Anatomy 4.0 Credits/60 Hours

In this course, the student will be taught about prenatal growth and development, function of tissues, and structures in the oral cavity surrounding teeth. The study of the structure and forms of human teeth and their location in the mouth are learned. Students explore the eruption schedule and function of each tooth in the primary and permanent dentition and related terminology.

DA108 Pharmacology 2.0 Credits/30 Hours

In this course, the student will be introduced to pharmacology and drugs associated with treating diseases, the importance of reference texts relating to pharmacology and drug enforcement, their use in dentistry, related terms, and parts of a prescription.

DA109 Dental History and Ethics
2.0 Credits/30 Hours

In this course, the student will be introduced to the concept of identifying how patient care is an integral part of providing quality dental service. Topics of discussion will include effective interpersonal communication skills, professionalism, discrimination and prejudice, sexual harassment and patient education. The student are taught how to aid the dentist in evaluation of the patient, recognize levels of patient fear and stress.

DA110 Medical Emergencies
2.0 Credits/30 Hours

This course covers the preparedness in dealing with common medical and dental emergencies and be familiar with contents of an office emergency kit. The student will become certified in cardiopulmonary resuscitations (CPR) and learn to handle common dental emergencies.

DA200 Chair Side Dental Assisting I
3.0 Credits/60 Hours

In this course, the students will be introduced to dental office-design and working environments, how to seat and dismiss patients, necessary positioning of operator (dentist) and assistant for performance of fourhanded dental procedures. The students will also be taught requirements for special needs patients, instrument grasps and transfer, and methods to maintain a clear working field in oral cavity, as well as how to use and maintain operatory (treatment room) equipment.

DA201 A & P and Dental Specialties
3.0 Credits/40 Hours

In this course, the student will become familiar with terminology and body systems. The course also covers specific terms relative to general human anatomy and physiology, including basic units, planes, cavities, and body systems. The student will also be taught the distinction between DDS and DMD, the eight specialties of dentistry, the skills performed by members of the dental team, and the educational requirements and professional organizations that represent each of the dental professions.

Prerequisite: DA107

DA202 Chair Side Dental Assisting II
3.0 Credits/60 Hours

A continuation of Chair Side Assisting I, this course includes restorative and surgical procedures, specific surgical and restorative instruments, vital signs, and all dental specialties procedures.

Prerequisite: DA200

DA203 Dental Radiology
4.0 Credits/60 Hours

This course covers dental radiation and safety, proper operation of equipment, cone placement for parallel and bisection techniques and panoramic exposures, as well as film processing and mounting for dental records.

DA204 Chair Side Dental Assisting III
3.0 Credits/60 Hours

This course provides the principles and practices of chair side assisting. Emphasis is placed on care of the equipment and instruments, oral examination and histories, dental charting, oral evacuation, four-handed dentistry, local anesthetics, rubber dam placement, cavity preparation and sterilization and infection control procedures.

Prerequisite: DA202

DA206 Dental Assisting Internship
6.0 Credits/180 Hours

This course provides an opportunity for practical application of information and skills learned in the on campus portions of the Dental Assisting Program. Students are assigned to the internship sites for program completion.

Prerequisites: All courses

Medical Assistant

110BS Basic Skills 1.0 Credits/20 Hours

This course provides students with a basic knowledge of First Aid Techniques and CPR certification.

120CD Career Development 2.0 Credits/30 Hours

Students will concentrate on various strategies that include job search, resume formats, necessary pre-employment letters, and interview techniques. Students will develop effective communication skills to interact professionally with colleagues.

210CBS Computerized Billing Simulation 2.0 Credits/30 Hours

This course introduces and simulates situations using computerized software. Students learn to input patient information, schedule appointments, and handle billing. In addition, students produce various lists and reports and learn to handle insurance claims both on forms and electronically.

Prerequisite: 412MOS

410APA Anatomy & Physiology A 2.0 Credits/30 Hours

This course gives the students an understanding of the anatomy and physiology of the human body. Medical assistant students will review the following main topics: structural units, chemistry of living things, cells, tissues and membranes, integumentary system, central nervous system, peripheral and autonomic nervous system, and special senses.

410MCA Medical Assisting & Clinical Procedures A 2.5 Credits/40 Hours

The Medical Clinical Lab increases theoretical knowledge and skills in clinical laboratory procedures. Topics include: surgical asepsis, minor office surgery, medical asepsis and infection control, including OSHA and CLIA guidelines, safe behavior in clinical settings, charting and medical history, physical measurements and vital signs, and assisting with physical examinations.

410MLE Medical Law & Ethics 2.0 Credits/30 Hours

This course acquaints students pursuing the health and legal professions with issues involving medicine, law, and ethics.

410MOM Medical Office Manager 2.0 Credits/30 Hours

This course is designed to introduce the student to recruiting medical staff, orientation of staff, training for staff, staff evaluations, salary reviews, staff records, hiring staff, supervising staff, and dismissal of staff.

410MTA Medical Terminology A 2.0 Credits/30 Hours

This course provides the Medical Assistant student with a comprehensive background of medical root words, prefixes and suffixes. The course gives instruction on body structure, colors, oncology, anatomical planes and regions, as well as obstetrical and neonatology terms. The course also provides medical assistant students with the study of medical terms for the following body systems: integumentary, nervous and eye and ear senses.

410PHA Pharmacology A 1.0 Credits/20 Hours

Medical Assistant students will review pharmaceuticals for the integumentary system, nervous system, emotional and mental disorders, eyes and ears.

410PS Psychology for the Medical Assistant 2.5 Credits/40 Hours

This course introduces the student to the study of behavior and the factors that influence it.

411BIC Billing, Insurance & Coding 2.0 Credits/30 Hours

This course introduces Medical Assistant students to various kinds of billing systems and medical insurance, as well as giving a brief overview of codes for procedures, codes for diseases, methods of payments, and the use of the CPT Code Book, the ICD-10-CM, and HCPCS coding book.

412CR Clinical Review
2.5 Credits/50 Hours

To review clinical skills of each student to determine if they can move on to the school required internship.

Prerequisite: 441MCD

412MOP Medical Office Procedures
2.0 Credits/30 Hours

This course teaches students basic medical office procedures. Topics include: medical office accounting systems, patient ledger cards, professional fees, credit arrangements, petty cash, posting of daily patient charges, making bank deposits, billing practices, delinquent collection practices, payroll for the medical office, filing in a medical office, and proper telephone techniques in a medical office.

412MOS Medical Office Skills
2.0 Credits/30 Hours

This course introduces students to basic keyboarding techniques and basic computer concepts through a series of lecture and lab experiences. Students are taught alphanumeric keyboarding along with the numeric keypad skill building, covered through a series of lectures, computer applications and software, and by performing basic functions such as storing and retrieving, and printing documents.

413INT Professional MA Internship
6.0 Credits/180 Hours

This course is designed for Medical Assistant students to apply theory and clinical skills learned in the classroom.

Prerequisite: All courses

421APB Anatomy and Physiology B
2.0 Credits/30 Hours

This course expands the Medical Assistant students understanding of human anatomy and physiology to include the endocrine, cardiovascular, lymphatic and musculoskeletal organ system.

Prerequisite: 410APA

421MCB Medical Assisting and Clinical Procedures B
2.5 Credits/40 Hours

This course expands on the theoretical knowledge and skills in clinical laboratory procedures. Topics include: medical specialty exams, EKG, venipuncture, rehabilitative practices, and hematology.

421MTB Medical Terminology B
2.0 Credits/30 Hours

This course for medical assistant students continues with the study of medical terms and abbreviations. Topic areas for medical terminology include the following systems: endocrine, cardiovascular, lymphatic, and musculoskeletal system.

Prerequisite: 410MTA

421PHB Pharmacology B
1.0 Credits/20 Hours

This course continues to expand the student's knowledge of origins, classifications, administration and uses of medications. The Medical Assistant student will review pharmaceuticals for the endocrine, musculoskeletal and cardiovascular systems.

Prerequisite: 410PHA

431APC Anatomy & Physiology C
2.0 Credits/30 Hours

This course expands the Medical Assistant students' understanding of human anatomy and physiology to include the respiratory, digestive, urinary, and reproductive systems.

Prerequisite: 421APB

431MCC Medical Assisting & Clinical Procedures C
2.5 Credits/40 Hours

Students further their theoretical knowledge and skills in clinical laboratory procedures. Topics include: collecting, handling and examination of urine specimens, respiratory system, reproductive system and nutrition.

431MTC Medical Terminology C
2.0 Credits/30 Hours

This course provides Medical Assistant students with a continuation in the study of medical terms for the following body systems: respiratory system, gastrointestinal system, urinary system, male reproductive system, female reproductive system, and obstetrics and neonatology.

Prerequisite: 421MTB

431PHC Pharmacology C
1.0 Credits/20 Hours

This course continues to expand upon the knowledge of origins, classifications, administration and uses of medications. Medical Assistant students review pharmaceuticals for the respiratory system, nutrition, urinary system and reproductive system.

441MCD Medical Assisting & Clinical Procedures D
2.5 Credits/40 Hours

The Medical Clinical Lab furthers theoretical knowledge and skills in clinical laboratory procedures. Topics include medication administration, injections, blood cultures, and other clinical simulations.

Schedule of Tuition & Fees

Program	Dental Assistant 30 Weeks - Day 57 Weeks - Evening	Medical Assistant 30 Weeks - Day 57 Weeks - Evening
Hours/ Quarter Credits	900 Hours 52.5 Credits	900 Hours 51.0 Credits
Tuition	\$13,338	\$13,338
Application Fee	\$20	\$20
Registration Fee	\$100	\$100
Lab Fee/Other	\$750	\$750
Estimated Cost of Books/Materials	\$700	\$1,150
Total	\$14,908	\$15,358

School Calendar

Day

Start Date	Graduation Date
900 Hours: DA, MA	
8/26/2019	
9/30/2019	

Evening

Start Date	Graduation Date
900 Hours: DA, MA	
8/26/2019	
9/30/2019	

2019 Campus Holidays

New Year's Day	January 1, 2019
Martin Luther King Jr. Day	January 21, 2019
Good Friday	April 19, 2019
Memorial Day	May 27, 2019
Independence Day	July 4, 2019
Labor Day	September 2, 2019
Thanksgiving	November 28-29, 2019
Christmas	December 25, 2019

Staff

Key Administrative Staff

Carole Heininger	Campus Director
Jennifer Austin	Director of Admissions
Jennifer D'Onofrio	Finance Department
Katisha Simmons	Education Department
Faith Dickey	Career Service

Faculty

Please see addendum for most recent faculty listing.

Advisory Board Members

Please see addendum for list of advisory board members.

Central Services Staff

Dr. Nicholas V. Hastain	Chief Executive Officer
Michele Sinusas	Chief Information Officer
Paul Somogyi	Vice President of Information Technology
Ruthann Wolverton	Senior Vice President of Student Outcomes
Tony McPeck	Vice President of Marketing
Erika Winans	Vice President of Academic Services
April Lupinacci	Vice President of Compliance and Licensure
Wade Charlton	Regional Vice President of Operations
Shannon Guida	Executive Student Finance Director
Karen Kendall	Student Accounts Manager

